



# Staff Report

## Finance and IT Services

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**Report To:** Committee of the Whole  
**Meeting Date:** October 2, 2017  
**Report Number:** FAF.17.108  
**Subject:** Monthly Financial Report – August 2017  
**Prepared by:** Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

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### A. Recommendations

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THAT Council receive Staff Report FAF.17.108 entitled “Monthly Financial Report – August 2017” for information purposes.

### B. Overview

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This report outlines the Town’s financial activities as of August 31, 2017.

### C. Background

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On a monthly basis Finance staff provides Council with an update on the financial activities of the Town. This report is broken down into 3 sections; Taxation, which looks at all tax funded departments, Water and Wastewater, and the Building Department and the Harbour. Also attached are charts that highlight major areas of the Town; such as Development Charges collected, Salaries and Benefits and other important financial indicators.

Charts are also included to outline Bid Awards and Contract Extensions in excess of \$25,000, as awarded by Staff as per the Town’s Purchasing Policy. These charts will reflect the contracts awarded and extended within that particular month.

### D. Analysis

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#### Tax Supported Services

At the end August the taxation departments are overall operating on budget at 66%. Looking into the details Salaries and Benefits are running under-budget which is due to a few vacant positions which have mostly been filled. Utilities are showing at 55% but due to the billing schedules by Hydro One and Collus Powerstream most of the Town’s hydro accounts have only been paid to the beginning of July.

Staff have forecast hydro costs to the end of 2017 and are expecting it to be almost \$40,000 over-budget which will have a large impact on the 2018 budget.

Other expenses such as Operating Expenses are at 97% of budget which is due to the fact that most of those costs have been incurred for the year examples include gravel and dust suppression costs. Administrative Expenses are showing as being at 107% of budget this is due to the \$60,000 spent on the OSUM Conference that didn't have any budget and also didn't receive any taxation funding. In the Committed column under Purchased Services the \$800,000 is mostly made of up the studies being completed under the CWWF grant.

### **Water and Wastewater Operations**

Similar to taxation Water and Wastewater are operating on budget at 63% of expenses. Salaries and Benefits are on budget but staff are forecasting hydro to be close to \$200,000 over-budget with the majority of this being at the three treatment plants. At this time other expenses are running under-budget such as the Collingwood Water Taking Agreement, and revenues are up (specifically in Wastewater).

With all factors taken into account staff are expecting a surplus at the end of the year for both Water and Wastewater. The Committed column under Purchased Services is the Sanitary Sewer Model which has been awarded and is currently being worked on by the Town's consultant.

### **User Fee Supported Operations (Building and Harbour)**

Both the Building and harbour departments are operating as expected. The Building department is well over-budget on revenues are building permits levels continue to rise. Staff are expecting a similar surplus to 2016.

The Harbour is nearing the end of the 2017 boating season and is operating at budget. Staff are expecting a small surplus for 2017.

## **E. The Blue Mountains' Strategic Plan**

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Goal #4: Promote a Culture of Organizational and Operational Excellence

Objective #4: To Be a Financially Responsible Organization

## **F. Environmental Impacts**

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None.

## **G. Financial Impact**

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As per above.

## H. **In consultation with**

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Serena Wilgress, Manager of Purchasing and Risk Management  
Debbie Brown, Budget Analyst  
Vicky Bouwman, Financial Analyst

## I. **Attached**

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1. August 2017 Flash Report
2. August 2017 Budget Variance Report Tax Levy Summary
3. August 2017 Budget Variance Report Water & Wastewater Services Summary
4. August 2017 Budget Variance Report User Fee Summary

Respectfully Submitted,

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Sam Dinsmore  
Deputy Treasurer/Manager of Accounting and Budgets

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Ruth Prince  
Director of Finance and IT Services

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August 2017 Flash Report – Operating

**2017 Development Charges Collected**

Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 129,562	\$ 19,870	\$ 21,339
February	\$ 158,002	\$ 39,740	\$ 19,389
March	\$ 83,664	\$ 79,480	\$ 65,792
April	\$ -158,413	\$ 178,831	\$ 642,402
May	\$ 307,322	\$ 973,634	\$ 67,989
June	\$ 1,728,837	\$ 1,967,137	\$ 528,696
July	\$ 554,993	\$ 2,960,641	\$ 149,903
<b>August</b>	<b>\$ 111,324</b>	<b>\$ 3,358,043</b>	<b>\$ 148,642</b>
September		\$ 3,596,484	\$ 954,847
October		\$ 3,755,444	\$ 499,849
November		\$ 3,874,665	\$ 966,576
December		\$ 3,974,015	\$ 157,638

**Commentary:**

The total amount of Development Charges collected in August was \$111,324. These were collected on building permits.

August Year to Date 2017 has increased over August Year to Date 2016 by \$1,308,456.

<b>Soft Services Total</b>	<b>\$73,477</b>
General Government	\$ 10,699
Fire	\$ 16,580
Police	\$ 2,980
Public Works	\$ 8,211
Parks and Recreation	\$ 23,286
Library	\$ 11,721

<b>Hard Services Total</b>	<b>\$37,847</b>
Roadways	\$30,740
Water	\$1,462
Wastewater	\$5,645

<b>Estimated from the DC Background Study</b>	\$ 3,974,015
<b>2017 Year to Date Actual</b>	\$ 2,915,291
<b>2016 Year to Date Actual</b>	\$ 1,495,511
<b>Percent of Budget</b>	73%

## August 2017 Flash Report – Operating

### 2017 Landfill Site Fees Collected

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 19,703	\$ 3,765	\$ 13,485
February	\$ 21,043	\$ 14,465	\$ 12,101
March	\$ 24,573	\$ 28,923	\$ 25,318
April	\$ 22,180	\$ 75,830	\$ 41,351
May	\$ 69,563	\$ 116,379	\$ 42,855
June	\$ 52,297	\$ 148,969	\$ 42,327
July	\$ 57,309	\$ 191,727	\$ 49,663
<b>August</b>	<b>\$ 18,005</b>	<b>\$ 226,025</b>	<b>\$ 41,616</b>
September		\$ 278,262	\$ 38,725
October		\$ 296,668	\$ 39,310
November		\$ 361,085	\$ 45,875
December		\$ 400,000	\$ 21,551

#### Commentary:

The total amount of Landfill Site Fees collected in August 2017 was \$18,005.

August Year to Date 2017 has increased over August Year to Date 2016 by \$15,598.

<b>Annual Budget</b>	\$ 400,000
<b>2017 Year to Date Actual</b>	\$ 284,672
<b>2016 Year to Date Actual</b>	\$ 268,714
<b>Percent of Budget</b>	71%

## August 2017 Flash Report – Operating

### 2017 Building Permits Collected

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 65,503	\$ 34,500	\$ 30,540
February	\$ 17,479	\$ 69,000	\$ 23,205
March	\$ 62,864	\$ 103,500	\$ 33,746
April	\$ 115,728	\$ 172,500	\$ 94,265
May	\$ 138,001	\$ 241,500	\$ 102,256
June	\$ 183,659	\$ 310,500	\$ 97,480
July	\$ 185,551	\$ 448,500	\$ 103,157
<b>August</b>	<b>\$ 70,182</b>	<b>\$ 517,500</b>	<b>\$ 66,887</b>
September		\$ 586,500	\$ 165,092
October		\$ 621,000	\$ 57,911
November		\$ 655,500	\$ 108,774
December		\$ 690,000	\$ 28,308

#### Commentary:

The total amount of Building Permit fees collected in August 2017 was \$70,182.

August Year to Date 2017 has increased over August Year to Date 2016 by \$287,432.

<b>Annual Budget</b>	\$ 690,000
<b>2017 Year to Date Actual</b>	\$ 838,967
<b>2016 Year to Date Actual</b>	\$ 551,535
<b>Percent of Budget</b>	122%

## August 2017 Flash Report – Operating

### 2017 Interest Income

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 49,427	\$ 39,583	\$ 47,551
February	\$ 44,080	\$ 79,167	\$ 47,342
March	\$ 50,967	\$ 118,750	\$ 52,276
April	\$ 50,777	\$ 158,333	\$ 51,115
May	\$ 57,606	\$ 197,917	\$ 52,001
June	\$ 53,685	\$ 237,500	\$ 52,396
July	\$ 54,369	\$ 277,083	\$ 53,387
<b>August</b>	<b>\$ 59,286</b>	<b>\$ 316,667</b>	<b>\$ 52,323</b>
September		\$ 356,250	\$ 53,218
October		\$ 395,833	\$ 51,641
November		\$ 435,417	\$ 53,734
December		\$ 475,000	\$ 52,576

#### Commentary:

This chart now includes all funds, Town General Fund, Reserve Funds and Investments.

The Town Operating Bank account balance at August 31, 2017 was \$16,908,285.

<b>Annual Budget</b>	\$ 475,000
<b>2017 Year to Date Actual</b>	\$ 420,197
<b>2016 Year to Date Actual</b>	\$ 408,391
<b>Percent of Budget</b>	88%

## August 2017 Flash Report – Operating

### 2017 Town Salaries and Benefits

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 812,049	\$ 841,776	\$ 767,602
February	\$ 796,055	\$ 1,652,150	\$ 825,779
March	\$ 924,110	\$ 2,460,255	\$ 869,278
April	\$ 859,673	\$ 3,249,253	\$ 823,987
May	\$ 981,854	\$ 4,259,384	\$ 899,017
June	\$ 976,887	\$ 5,067,489	\$ 915,184
July	\$ 898,749	\$ 6,481,672	\$ 858,170
<b>August</b>	<b>\$ 1,018,843</b>	<b>\$ 7,435,684</b>	<b>\$ 1,051,295</b>
September		\$ 8,277,460	\$ 879,197
October		\$ 9,540,123	\$ 815,450
November		\$ 10,381,899	\$ 880,946
December		\$ 11,223,675	\$ 1,013,594

#### Commentary:

Salaries and Benefits for August 2017 totaled \$1,018,843. (3 pay periods)

<b>Annual Budget</b>	\$ 11,228,675
<b>2017 Year to Date Actual</b>	\$ 7,268,221
<b>2016 Year to Date Actual</b>	\$ 7,010,314
<b>Percent of Budget</b>	65%



## August 2017 Flash Report – Operating

### 2017 Winter Control Costs

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 106,560	\$ 110,000	\$ 110,087
February	\$ 154,680	\$ 273,905	\$ 114,163
March	\$ 145,592	\$ 559,761	\$ 162,354
April	\$ 71,282	\$ 600,737	\$ 114,554
May	\$ 56,331	\$ 611,566	\$ 31,059
June	\$ 27,200	\$ 619,762	\$ 24,492
July	\$ 59,418	\$ 627,957	\$ 61,252
<b>August</b>	<b>\$ 855</b>	<b>\$ 636,152</b>	<b>\$ 4,086</b>
September		\$ 755,660	\$ 6,348
October		\$ 762,325	\$ 6,772
November		\$ 844,277	\$ 42,858
December		\$ 819,525	\$ 187,673

#### Commentary:

The Winter Control budget is at 77% of the budget at this time.

August year to date 2017 has increased over August Year to date 2016 by \$ 13,022.

<b>Annual Budget</b>	\$ 819,525
<b>2017 Year to Date Actual</b>	\$ 635,072
<b>2016 Year to Date Actual</b>	\$ 622,050
<b>Percent of Budget</b>	77%

## 2017 August Bid Awards

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### Bid Awards over \$25,000

Bid Number	Bid Name	Awarded to	Bid Amount
2017-21-T-IPW	Supply & Delivery of Allen Bradley Programmable Logic Control Parts	Wallwin Electric Services Ltd.	\$25,096.94
2017-28-T-IPW	Storage Shed Addition at The Blue Mountains Solid Waste Disposal Site	Thom Construction Inc.	\$59,420.00
2017-41-T-IPW	Water and Wastewater Lateral Installations at Various Locations	1579137 Ontario Ltd. (SMRS Construction)	\$84,680.80

### 2017 August Contract Extensions

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Contract for:	Vendor / Proponent	Amount
n/a		

**Town of The Blue Mountains  
2017 Budget Variance Report  
For the Eight Months Ending August 31, 2017**

Tax Levy Summary  
Revenue Fund

	<u>Aug</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$806,462	\$5,753,951	\$0	\$5,753,951	\$8,980,490	\$3,226,539	64%
Administrative Expenses	\$7,294	\$119,742	\$0	\$119,742	\$111,520	(\$8,222)	107%
Personel, Training and Travel	\$16,083	\$138,598	\$0	\$138,598	\$263,810	\$125,212	53%
Operating Expenses	\$7,520	\$621,623	\$132	\$621,755	\$641,800	\$20,045	97%
Communications	\$11,783	\$131,114	\$7,330	\$138,444	\$186,420	\$47,976	74%
Utilities	\$28,932	\$228,580	\$0	\$228,580	\$413,415	\$184,835	55%
Equipment Related	\$15,535	\$312,006	\$35,577	\$347,583	\$511,670	\$164,087	68%
Vehicle Related	\$21,982	\$183,164	\$0	\$183,164	\$282,665	\$99,501	65%
Purchased Services	\$401,727	\$3,255,177	\$801,406	\$4,056,583	\$6,496,931	\$2,440,348	62%
Financial Expenses	\$143,284	\$892,158	\$3,252	\$895,410	\$1,059,920	\$164,510	84%
Premises and Site	\$41,443	\$251,275	\$35,106	\$286,381	\$406,010	\$119,629	71%
<b>TOTAL EXPENSES</b>	<b><u>\$1,502,046</u></b>	<b><u>\$11,887,387</u></b>	<b><u>\$882,803</u></b>	<b><u>\$12,770,190</u></b>	<b><u>\$19,354,651</u></b>	<b><u>\$6,584,461</u></b>	<b><u>66%</u></b>
<b>TRANSFERS</b>							
Transfers to Capital	\$35,665	\$240,873	\$0	\$240,873	\$544,350	\$303,477	44%
Transfers to Reserves	\$128,044	\$1,027,803	\$0	\$1,027,803	\$1,510,020	\$482,217	68%
Interfunctionals Transfers	(\$79,737)	(\$484,307)	\$0	(\$484,307)	(\$819,178)	(\$334,871)	59%
<b>TOTAL TRANSFERS</b>	<b><u>\$83,973</u></b>	<b><u>\$784,370</u></b>	<b><u>\$0</u></b>	<b><u>\$784,370</u></b>	<b><u>\$1,235,192</u></b>	<b><u>\$450,822</u></b>	<b><u>64%</u></b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b><u>\$1,586,018</u></b>	<b><u>\$12,671,756</u></b>	<b><u>\$882,803</u></b>	<b><u>\$13,554,559</u></b>	<b><u>\$20,589,843</u></b>	<b><u>\$7,035,284</u></b>	<b><u>66%</u></b>
<b>REVENUE</b>							
Grants & Donations	\$32,200	\$1,017,689	\$0	\$1,017,689	\$2,077,800	\$1,060,111	49%
External Revenue	\$274,033	\$2,006,168	\$0	\$2,006,168	\$2,745,415	\$739,247	73%
Internal Revenue	\$18,119	\$342,613	\$0	\$342,613	\$969,051	\$626,438	35%
<b>TOTAL REVENUE</b>	<b><u>\$324,352</u></b>	<b><u>\$3,366,470</u></b>	<b><u>\$0</u></b>	<b><u>\$3,366,470</u></b>	<b><u>\$5,792,266</u></b>	<b><u>\$2,425,796</u></b>	<b><u>58%</u></b>
<b>NET COST OF SERVICE</b>	<b><u>\$1,261,667</u></b>	<b><u>\$9,305,287</u></b>	<b><u>\$882,803</u></b>	<b><u>\$10,188,089</u></b>	<b><u>\$14,797,577</u></b>	<b><u>\$4,609,488</u></b>	<b><u>69%</u></b>

**Town of The Blue Mountains  
2017 Budget Variance Report  
For the Eight Months Ending August 31, 2017**

User Rates Summary  
Water and Wastewater Services Summary

	<u>Aug</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$145,769	\$1,051,192	\$0	\$1,051,192	\$1,587,255	\$536,063	66%
Administrative Expenses	\$1,664	\$6,046	\$0	\$6,046	\$8,950	\$2,904	68%
Personel, Training and Travel	\$2,388	\$25,705	\$0	\$25,705	\$47,300	\$21,595	54%
Operating Expenses	\$30,560	\$145,502	\$11,485	\$156,987	\$255,600	\$98,613	61%
Communications	\$2,437	\$33,284	\$0	\$33,284	\$52,965	\$19,681	63%
Utilities	\$81,151	\$456,917	\$0	\$456,917	\$603,175	\$146,258	76%
Equipment Related	\$23,429	\$195,852	\$29,876	\$225,727	\$414,525	\$188,798	54%
Vehicle Related	\$4,236	\$28,867	\$0	\$28,867	\$62,930	\$34,063	46%
Purchased Services	\$1,567	\$64,502	\$274,122	\$338,624	\$853,800	\$515,176	40%
Financial Expenses	\$37,026	\$315,704	\$0	\$315,704	\$368,685	\$52,981	86%
Premises and Site	\$7,611	\$60,769	\$46,951	\$107,720	\$114,450	\$6,730	94%
<b>TOTAL EXPENSES</b>	<b><u>\$337,836</u></b>	<b><u>\$2,384,339</u></b>	<b><u>\$362,433</u></b>	<b><u>\$2,746,772</u></b>	<b><u>\$4,369,635</u></b>	<b><u>\$1,622,863</u></b>	<b><u>63%</u></b>
<b>TRANSFERS</b>							
Transfers to Capital	\$500	\$4,788	\$0	\$4,788	\$34,500	\$29,712	14%
Transfers to Reserves	\$204,409	\$1,636,479	\$0	\$1,636,479	\$2,450,268	\$813,789	67%
Interfunctionals Transfers	\$64,654	\$373,589	\$0	\$373,589	\$670,013	\$296,424	56%
<b>TOTAL TRANSFERS</b>	<b><u>\$269,563</u></b>	<b><u>\$2,014,856</u></b>	<b><u>\$0</u></b>	<b><u>\$2,014,856</u></b>	<b><u>\$3,154,781</u></b>	<b><u>\$1,139,925</u></b>	<b><u>64%</u></b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b><u>\$607,399</u></b>	<b><u>\$4,399,195</u></b>	<b><u>\$362,433</u></b>	<b><u>\$4,761,628</u></b>	<b><u>\$7,524,416</u></b>	<b><u>\$2,762,788</u></b>	<b><u>63%</u></b>
<b>REVENUE</b>							
Grants & Donations	\$0	\$0	\$0	\$0	\$0	\$0	0%
External Revenue	\$674,683	\$4,549,345	\$0	\$4,549,345	\$6,558,987	\$2,009,642	69%
Internal Revenue	\$13,900	\$113,479	\$0	\$113,479	\$965,429	\$851,950	12%
<b>TOTAL REVENUE</b>	<b><u>\$688,583</u></b>	<b><u>\$4,662,824</u></b>	<b><u>\$0</u></b>	<b><u>\$4,662,824</u></b>	<b><u>\$7,524,416</u></b>	<b><u>\$2,861,592</u></b>	<b><u>62%</u></b>
<b>NET COST OF SERVICE</b>	<b><u>(\$81,184)</u></b>	<b><u>(\$263,630)</u></b>	<b><u>\$362,433</u></b>	<b><u>\$98,804</u></b>	<b><u>\$0</u></b>	<b><u>(\$98,804)</u></b>	<b><u>0%</u></b>

**Town of The Blue Mountains  
2017 Budget Variance Report  
For the Eight Months Ending August 31, 2017**

User Fees Summary  
User Fee Based

	<u>Aug</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$66,612	\$463,078	\$0	\$463,078	\$655,930	\$192,852	71%
Administrative Expenses	\$9,984	\$23,636	\$0	\$23,636	\$60,800	\$37,164	39%
Personel, Training and Travel	\$1,940	\$26,100	\$0	\$26,100	\$35,975	\$9,875	73%
Operating Expenses	\$28,949	\$77,517	\$0	\$77,517	\$85,585	\$8,068	91%
Communications	\$2,395	\$9,604	\$0	\$9,604	\$10,810	\$1,206	89%
Utilities	\$1,311	\$9,077	\$0	\$9,077	\$19,120	\$10,043	47%
Equipment Related	\$813	\$5,244	\$0	\$5,244	\$9,560	\$4,316	55%
Vehicle Related	\$3,009	\$13,010	\$3	\$13,013	\$23,375	\$10,362	56%
Purchased Services	\$5,230	\$9,520	\$50,000	\$59,520	\$87,520	\$28,000	68%
Financial Expenses	\$3,661	\$17,160	\$0	\$17,160	\$92,390	\$75,230	19%
Premises and Site	\$10,921	\$85,795	\$240	\$86,035	\$123,010	\$36,975	70%
<b>TOTAL EXPENSES</b>	<b><u>\$134,825</u></b>	<b><u>\$739,742</u></b>	<b><u>\$50,243</u></b>	<b><u>\$789,985</u></b>	<b><u>\$1,204,075</u></b>	<b><u>\$414,090</u></b>	<b><u>66%</u></b>
<b>TRANSFERS</b>							
Transfers to Capital	\$0	\$25,000	\$0	\$25,000	\$105,000	\$80,000	24%
Transfers to Reserves	\$0	\$0	\$0	\$0	\$0	\$0	0%
Interfunctionals Transfers	\$15,413	\$112,928	\$0	\$112,928	\$177,965	\$65,037	63%
<b>TOTAL TRANSFERS</b>	<b><u>\$15,413</u></b>	<b><u>\$137,928</u></b>	<b><u>\$0</u></b>	<b><u>\$137,928</u></b>	<b><u>\$282,965</u></b>	<b><u>\$145,037</u></b>	<b><u>49%</u></b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b><u>\$150,238</u></b>	<b><u>\$877,670</u></b>	<b><u>\$50,243</u></b>	<b><u>\$927,913</u></b>	<b><u>\$1,487,040</u></b>	<b><u>\$559,127</u></b>	<b><u>62%</u></b>
<b>REVENUE</b>							
Grants & Donations	\$0	\$1,600	\$0	\$1,600	\$0	(\$1,600)	0%
External Revenue	\$161,635	\$1,481,202	\$0	\$1,481,202	\$1,374,550	(\$106,652)	108%
Internal Revenue	\$0	\$0	\$0	\$0	\$112,490	\$112,490	0%
<b>TOTAL REVENUE</b>	<b><u>\$161,635</u></b>	<b><u>\$1,482,802</u></b>	<b><u>\$0</u></b>	<b><u>\$1,482,802</u></b>	<b><u>\$1,487,040</u></b>	<b><u>\$4,238</u></b>	<b><u>100%</u></b>
<b>NET COST OF SERVICE</b>	<b><u>(\$11,397)</u></b>	<b><u>(\$605,132)</u></b>	<b><u>\$50,243</u></b>	<b><u>(\$554,889)</u></b>	<b><u>\$0</u></b>	<b><u>\$554,889</u></b>	<b><u>0%</u></b>